

 <div style="text-align: center;"> <b>STATE OF ALASKA</b>  <b>DEPARTMENT OF TRANSPORTATION</b>  <b>AND PUBLIC FACILITIES</b> </div> <div style="text-align: center; font-size: 1.2em; font-weight: bold;">Policy and Procedure</div>		POLICY AND PROCEDURE NUMBER <div style="text-align: center; font-weight: bold;">01.03.060</div>	PAGE <div style="text-align: center;">1 of 3</div>
		EFFECTIVE DATE <div style="text-align: center;">October 10, 2011</div>	
SUBJECT <b>Rural Airport Lease Application Review Process</b>		SUPERSEDES <div style="text-align: center; font-weight: bold;">90-6001</div>	DATED <div style="text-align: center;">April 23, 1990</div>
CHAPTER <b>Office of the Commissioner</b>	SECTION <b>Interagency/Intra-Agency Actions</b>	APPROVED BY <div style="text-align: center; font-weight: bold;">Signature on File</div>	

## PURPOSE

This formalizes the policy and procedure (P&P) of the department on the composition and conduct of the Lease Application Review Committee (LARC) to establish procedures for review and decisions on matters affecting airport property, including the processing of land-use applications, and to provide a forum for review and decisions on important airport issues.

## POLICY

It is the policy of the department to establish for each department region, a LARC composed of representatives from sections with aviation functions that are directly related to or affected by applications for the use of airport property. The LARC will approve or reject those applications submitted to the committee for review and make recommendations regarding specific contract provisions. The LARC may also be asked, at the discretion of the Committee Chair, to review and make comments on other leasing or airport matters such as building permits, proposals for subleases, lease assignments or other unusual land use requests. This policy applies to all state operated airports except Anchorage and Fairbanks International Airports.

## PROCEDURE

1. The Statewide Aviation Leasing office located in the region (hereafter referred to as "Aviation Leasing") will process applications.
2. The Regional Aviation Leasing Chief shall serve as the LARC chair, and appoint regional LARC members who represent the following functions:
  - a) Aviation Leasing (Chief or any Leasing Specialist designated by the Chief for each airport affected)
  - b) Maintenance and Operations (M&O), as applicable one or more of the following:

- i. M&O Chief;
    - ii. M&O Area Manager
    - ii. Safety and Security Officer;
    - iii. Airport Manager of the affected airport;
  - c) Design, as applicable one or more of the following:
    - i. Aviation Design Group Chief;
    - ii. Aviation Design Project Manager
  - d) Construction, as applicable one or more of the following:
    - i. Construction Chief or Lead;
    - ii. Project Manager
  - e) Planning
  - f) Right of Way (ROW)
3. The LARC will convene, at the call of the Chair, either physically or via electronic means, including e-mail or the eLeasing system.
4. The Chair may decide not to submit an application to the LARC for review if the application is for a building permit on an existing leasehold, a sublease agreement, an assignment of a lease or a minor modification of a lease or permit, but a written record of the Chair's decision must be placed with the application in the lease file and made available to each affected LARC member or section upon request.
- a) "Minor modification" is described as a lease or permit change that is primarily administrative in nature, such as a Lessee or Permittee name change, insurance coverage change, rent adjustment or a minor premises boundary adjustment resulting from a survey.
5. If a LARC meeting is called, the Chair shall prepare the agenda and provide it to LARC members with sufficient time for review before the scheduled meeting date. The meeting will be organized along the following guidelines:
- a) The Chair (or designee) shall conduct the meeting.
  - b) The Chair shall present each application or issue and, if applicable, give Aviation Leasing's recommendation.
  - c) The Chair shall request comments from each LARC member as to the effect of the application or issue on their respective function. A general discussion may be

held, after which the Chair will poll each participating section member as to their recommendation. The legitimate concerns of each section member will be addressed before the final decision is made to approve or deny the application, or to recommend a course of action on a presented issue.

- d) If the LARC cannot reach a final decision, the Chair may refer the application or issue to the Statewide Rural Aviation Leasing Chief for resolution on a final decision.
- e) A record of the meeting and the decision reached for each application or issue must be prepared with written comments and signatures from each participating LARC member. The Chair will review and approve the written record and the record will be placed in the lease file. If a lease application is rejected, the record must fully describe the rejection.

6. Aviation Leasing will communicate the final LARC decision to the applicant.

## **AUTHORITY**

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## **IMPLEMENTATION RESPONSIBILITY**

Regional directors and section chiefs

## **DISTRIBUTION**

All department employees via the DOT&PF website